

Sourcing Event Manual for Suppliers

gasunie

SAP Ariba 

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1 General

1.1 Access to the event

To access the tender documents and participate in the event you need to have an Ariba account. An Ariba account is free of charge.

If you want access to the event, please contact the Buyer mentioned in the announcement. The Buyer will send you an invitation by e-mail. If you do not have an Ariba account yet, you can register one from the invitation e-mail. If you have an Ariba account, you can use this to login.

For all Ariba manuals you can visit <https://www.gasunie.nl/n/suppliers/ariba>

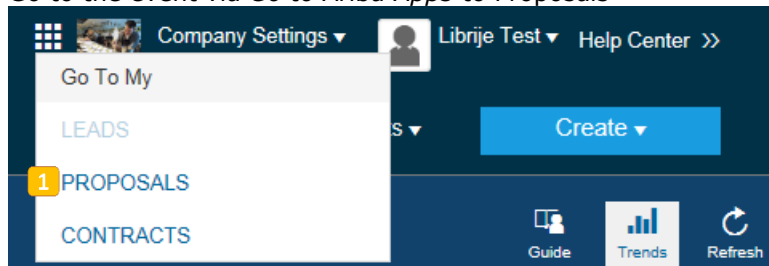
1.2 Closing time of the event

Gasunie can only see your answers of the event when the deadline has passed. So when you are invited to the event you can directly start with answering the questions. You can not submit your questions when the deadline is passed. It's best if you start early!

2 Event

2.1 Event status

1. Go to the event via *Go to Ariba Apps* to Proposals



2. Select the event you want to work on.
Events are visible when supplier has given its specific interest (for example after reply on SIMAP publication) or after specific supplier invitation for events.
3. Ariba has an extended and clear tutorial for more information

Events

Title	ID	End Time ↓	Event Type
▼ Status: Completed (1)			
Test GBRA RFP	Doc556260114	20/1/2016 16:30	RFP
▼ Status: Open (1)			
Test for Instruction	Doc701968922	24/3/2016 13:15	RFP
▼ Status: Pending Selection (1)			
Prerequisites	Doc690797988	15/2/2016 11:09	RFI

Tasks

Name	Status	Due Date	Completion Date	AI
No items				

Help Center

Does something look different? Check out our new visual design and action-oriented... We made some updates to the look and feel of your Ariba Network page. With the new updates, you...

Ray Brooks edited Feb 18 2016

167 0 0

Search...

Do I contact Ariba or my customer when I have a question or issue?

Participating in Events (5:00)

Why can't I find an event?

How can I upload my proposal?

Why can't I see my task on the Proposals tab?

How do you submit a proposal through Ariba? We are submitting our first Ariba proposal, but I can't find a tab that says "submit..."

How do I know if a buyer has added or updated an event document?

How do I tell if I won the bid?

How do I access the former administrator's account?

How do I update my email notification preferences?

View more

Ask Community

2.2 View RFx

1. Review overall event details
2. If you are interested select the blue buttons
3. Time remaining to complete your event

Event Details

Doc701968922 - Test for Instruction

3 Time remaining
29 days 23:19:43

[Event Messages](#)
[Download Tutorials](#)

▼ Checklist

1 1. Review Event Details

2. [Review and Accept Prerequisites](#)

3. [Submit Response](#)

2 [Review Prerequisites](#) [Decline to Respond](#) [Print Event Information](#)

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the buyer to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisite, you cannot view the event content or participate in this event.

Event Overview and Timing Rules

Owner: [Liesbeth Imthorn](#) ⓘ

Currency: [European Union Euro](#)

Event Type: [RFP](#)

Commodity: [Personnel recruitment 801117](#)

Publish time: [23/2/2016 13:14](#)

Response start date: [23/2/2016 13:15](#)

Due date: [24/3/2016 13:15](#)

2.3 Prerequisites

1. Supplier must review and accept Gasunie rules governing tenders before entering an event

Prerequisites

Doc701968922 - Test for Instruction

▼ Checklist	Prerequisites must be completed prior to participation in the event.
1. Review Event Details	
1 2. Review and Accept Prerequisites	The actual bidder agreement content will be shown in the event. Please accept this bidder agreement as a system administrative action without any legal implications.
3. Submit Response	

2. Accept the terms of this agreement
3. Click on OK

- 2** ☒ I accept the terms of this agreement.
- ☐ I do not accept the terms of this agreement.

3

4. Submit by clicking on OK

✓ **Submit this agreement?**

Click OK to submit.

4

2.4 Select lots

1. Review event details and view select lots to view possible lots for your bid

Event Details Doc701968922 - Test for Instruction Time remaining
29 days 23:06:31

[Download Content](#)
[Review Prerequisites](#)
[Select Lots](#)
[Print Event Information](#)

Introduction 1 (Section 1 of 4) [Next >>](#)

Name ↑

1 Introduction

» Next Section: Commercial Terms

Event Overview and Timing Rules

Owner: Liesbeth Imthorn ⓘ	Currency: European Union Euro
Event Type: RFP	Commodity: Personnel recruitment 801117
Publish time: 23/2/2016 13:14	
Response start date: 23/2/2016 13:15	
Due date: 24/3/2016 13:15	

2. Select your lots
One or more lots are optional.
A grey box means a required lot to participate in the event.
3. You can prepare you bid in Ariba (User Interface) or by using Excel

Select Lots Doc701968922 - Test for Instruction [Cancel](#)

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that [More](#)

[Select Lots](#)
[Select Using Excel](#) 3

Lots Available for Bidding ⌵

☒	Name
☒	3.1 Prijs van het werk

Geef hier uw prijs op inclusief alle toeslagen, belastingen etc excl BTW.

[Submit Selected Lots](#)

2.4.1 Using Ariba to elaborate bid

1. A question with * indicates a required field
2. Click Save to keep your work done
3. Compose a message if you have questions
4. Update Totals if you have changed values/prices

Console

Doc701968922 - Test for Instruction

Time remaining
29 days 23:01:46

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

1 Introduction

2 Commercial Terms

3 Pricing

4 Specifications

All Content

1 Introduction

2 Commercial Terms

3 Pricing

4 Specifications

All Content

Name ↑	Quantity	Total Cost
1 Introduction		
2 Commercial Terms		
▼ 3 Pricing		€0.00 EUR
3.1 Prijs van het werk ▼	Less... - 1 each	€0.00 EUR
Geef hier uw prijs op inclusief alle toeslagen, belastingen etc excl BTW.		
	Price to Work: *	1 EUR
		per unit
▼ 4 Specifications	Less... -	

(*) indicates a required field

Submit Entire Response

Update Totals 4

Save 2

Compose Message 3

Excel Import

2.4.2 Use Excel to elaborate bid

Option bid elaboration in excel.

1. Download content and attachments
2. Edit the Excel sheet and store it on your computer
Within the excel download is a description its usage.
3. Select your Excel file
4. Upload it

Select Lots

Doc701968922 - Test for Instruction

Cancel

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for [More](#)

Select Lots

Select Using Excel

You are invited to participate in 1 lot(s), and have already signed up for 1 of them. You can change the list of lots you are signed up for. To do so, follow the instructions below.

Step 1. Click **Download Content** to download and review your event in an Excel Spreadsheet.
Click **Download Original Excel Bid Sheets** to download the original offline bid sheet if you need to start over. You can skip this step if you want to import a previously downloaded file.

1

Download Content

Download Attachments

2

Step 2. Edit the Excel spreadsheet using the instructions provided in the spreadsheet and save the file to your computer.

Step 3. Locate the saved Excel file on your computer using the Browse button.

Bladeren...

3

Step 4. Click **Upload** to import the contents of the Excel file to your event.
Note: Values in the Excel file will overwrite and delete any values you may have entered in your saved response.

Upload

4

Cancel

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2.5 Submit responses

1. Review your bid
2. Click on Submit Entire Response
3. Click on OK to Submit

Console Doc701968922 - Test for Instruction Time remaining 29 days 22:57:08

Event Messages
Response History

All Content

1 Name ↑

Price to Work: €100,000.00 EUR

Quantity per unit

4 Specifications Less...

Hierbij alle info

4.1 Document 1

5 Ondergetekende
aanpassingen heeft
reeds ingevulde fac

6 Ondergetekende
aanbestedingsstuk
hij deze zorgvuldig

7 Ondergetekende
hoogte heeft gesteld van het werkteerein en van alle
omstandigheden, die verband houden met het werk.

(*) indicates a required field

Submit this response?
Click OK to submit.

3 OK Cancel

2 Submit Entire Response Update Totals Save Compose Message Excel Import

1 Introduction
2 Commercial Terms
3 Pricing
4 Specifications

2.5.1 Response submitted

1. If you have submitted your response you will see this message
2. If you want to revise your response click here

Console

Doc701968922 - Test for Instruction

 Time remaining
29 days 22:55:09

Event Messages
Response History

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

- 1 Introduction
- 2 Commercial Terms
- 3 Pricing
- 4 Specifications

1 You have submitted a response for this event. Thank you for participating.

2 [Revise Response](#)

All Content

Name ↑	Quantity	Total Cost
▼ 3 Pricing		€100,000.00 EUR
3.1 Prijs van het werk ▼	More... +	1 each €100,000.00 EUR
▼ 4 Specifications	More... +	
4.1 Document 1  8.xls ▼		
5 Ondergetekende verklaart dat hij geen aanpassingen heeft verricht in de door Gasunie reeds ingevulde factoren en tarieven.	Yes	
6 Ondergetekende verklaart dat hem de aanbestedingsstukken ter beschikking zijn gesteld en dat hij deze zorgvuldig heeft bestudeerd.	Yes	
7 Ondergetekende verklaart dat hij zich volledig op de hoogte heeft gesteld van het werkterrein en van alle omstandigheden, die verband houden met het ...	Yes	

[Compose Message](#)

2.5.2 Response not yet submitted

1. When only the prerequisites are submitted, you see this message.

 Your response is not yet submitted!

Prerequisites

Doc701968922 - Test for Instruction

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

1 You accepted the prerequisites, which permits you to participate in this event.

The actual bidder agreement content will be shown in the event. Please accept this bidder agreement as a system administrative action without any legal implications.

I accept the terms of this agreement.

[Done](#)

2.6 Overview

1. Possibility to ask questions during an event.
2. Possibility to ask questions after submitting your response.

Console

Doc701968922 - Test for Instruction

 Time remaining
29 days 22:50:54

 Event Messages
Response History

1

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Select Lots
4. Submit Response

▼ Event Contents

All Content

- 1 Introduction
- 2 Commercial Terms
- 3 Pricing
- 4 Specifications

 Your revised response has been submitted. Thank you for participating in the event.

Revise Response

All Content

Name ↑	Quantity	Total Cost
2 Commercial Terms		
▼ 3 Pricing		
3.1 Prijs van het werk	1 each	€50,000,000.00 EUR
Geef hier uw prijs op inclusief alle toeslagen, belastingen etc excl BTW.		
	Price to Work:	€50,000,000.00 EUR
▼ 4 Specifications		
4.1 Document 1	8.xls	
5 Ondergetekende verklaart dat hij geen aanpassingen heeft		

Compose Message

2

2.6.1 Messages during event

1. The event messages are the way of communicating during the entire tender process.
From start of event, with extra information and with questions during and after the tender this message board will be leading.
2. Option to go back to console (main screen).

! Do not reply on a message that's in your email inbox, only reply on the Ariba Message board!

Event Messages - Test for Instruction **1**

[Back to Console](#)

 Time remaining
29 days 22:48:22

Messages



	Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
☐	MSG30205091	No	23/02/2016 14:26	Librije	Librije Test	Liesbeth Imthorn	Doc701968922 - Test
☐	MSG30204992	Not Applicable	23/02/2016 14:23	Librije	Librije Test	Liesbeth Imthorn	Response (ID=ID507
☐	MSG30204834	Not Applicable	23/02/2016 14:19	Librije	Librije Test	Liesbeth Imthorn	Response (ID=ID507
☐	MSG30202994	No	23/02/2016 13:15	Gasunie - T	Liesbeth Imthorn	Participants (0) Team (0)	Event Test for Instru
☐	MSG30202983	Not Applicable	23/02/2016 13:14	Gasunie - T	Liesbeth Imthorn	Librije Test	Gasunie - T has invit



View

Reply

Compose Message

Download all attachments

2

[Back to Console](#)